SBM 130

SMALL BUSINESS MANAGEMENT

FEATURES

POINT OF SALE
INVENTORY CONTROL
INVOICING
PURCHASE ORDERS
MAIL LABELS
UNLIMITED PARTS
UNLIMITED ACCOUNTS
ACCOUNT TRACKING
REPORTS

REQUIREMENTS

ATARI 130XE OR COMPATIBLE
TWO DISK DRIVES AND PRINTER
BASIC XE LANGUAGE CARTRIDGE

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MAIL LABELS
MUCH MORE

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ATARI 130XE
PRINTER
TWO DISK DRIVES
BASIC XE (OSS)

NEWELL INDUSTRIES

SBM130 USERS GIUDE (c)1985 Rev. 1.0

CONTENTS

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1. INTRODUCTION

This manual and product is intended for the exclusive use of its purchaser. Any reproduction for purposes other than backup is in violation of copyright laws.

This system is designed to support small businesses inventory control, and sales (both cash and account). This system will generate invoices, quotes, purchase orders, account files, mailing labels, sales reports, inventory reports, daily, period and yearly reports for sales and tax purposes.

All programs on this disk are unprotected to allow easy modification to meet special needs. SEE MODIFYING PROGRAMS.

2. SYSTEM REQUIREMENTS

(minimum)

Atari 130 XE computer
Basic XE (Optimized System Software)
Two disk drives
Printer port (850 or equivalent)
One printer

3. CAPACITIES

Part Numbers- up to 12 character length, alpha-numeric
Inventory-unlimited part numbers, up to 2300 per disk
Accounts-unlimited, up to 2300 per disk
Vendors-same as inventory
Disk drives supported- 5 1/4", 40, 80, 160 track; 8" 77, 156 track, single or double density
For maximum capacities, high density drives are reccommended.

4. GETTING STARTED

The system disk furnished with this manual is write protected to insure you will always have an original to fall back on. It is furnished on 5 1/4" 40 track single sided single density (SSSD) diskette. If you have any questions regarding this system, you may call Newell Industries between 9 and 3, Monday - Friday for assistance. Collect calls will not be accepted. A working copy of this disk will be needed before continuing. This is accomplished in the following manner.

(1)Turn on monitor and disk drive(s).
(2)Insert master disk into drive 1.
(3)Remove any cartridges in the computer and turn it on. If you are using a computer with built in basic, deselect on power up.
(4)For single density, use the 'J' option of DOS to duplicate the master.
(5)If you are using double density drives, (see Disk Operating System 'DOS' manual in the back) use the 'P' option to set the density. Next, use the 'O' option to configure the drives. Now use the 'I' option to format a blank disk in drive 2. Now, with the master disk in drive 1, and the new formatted disk in drive 2, use the 'C' option to copy all the files from drive 1 to drive 2. EXP:Press 'C', press '**,2', press

'RETURN'.
NOTE: Before booting your working copy, use the 'F' option of DOS to protect the files from being erased. EXP: Press 'F', press 'D2:**/N', press 'RETURN'.

4.1 SYSTEM SETUP. Now turn the computer off and install the BASIC XE cartridge. Place the work disk in drive 1 and turn the computer on. When the program is loaded you will be asked to install the data disk in drives 1 and 2. Place a blank disk in each drive and press return. On initial setup, the program will try and read the blank disk in drive one several times. When it is determined that it is not readable, you will go directly to SYSTEM SETUP. The screen will display system information, and at the bottom you will see:
(E)dit,(C)ontinue,(R)eturn to menu
(F)ormat drive 1,(M)ake master
Press 'F' to format the BLANK disk in drive 1. The program will ask you if you are sure. Press 'Y' and wait until function is complete. With the setup information displayed, press 'M' to make a master accounts disk. you will be asked to enter a starting account number. You may enter one at this time or press return to use the default of 1001. Once the master disk is created, you must ALWAYS use this disk as the master data disk for drive 1. It will contain the records of all your sales transactions along with the other system data that you are about to enter.

4.2 Press the 'E'. You will notice a question mark with the cursor resting on the first number of the date. Enter the date using six digits without any spaces in between. (exp. 062083 would be June 20, 1983) Pressing RETURN will leave the data as displayed and continue to the next item. Next you will need to enter your company name and address, and misc. information. This will be used on all invoices and purchase orders. Next, enter your state tax rate (exp. 6=6%). This is the default tax rate used on power up. It may be changed with each sale or quote. Now enter the four printer codes (in decimal). You may have to consult your printer manual for this information. If expanded print does not terminate with a caraige return, enter 0. The normal codes are as follows: expanded print (SO),14 (expanded print terminates with caraige return); condensed print (SI),15 (sets to 17CPI); cancel condensed (DC2),18 (sets to 10CPI); form feed (FF),12. If your printer does not support one of the functions, enter zero '0'. Next, enter the number you wish to be your next invoice number (Do not use leading zeros). Now enter the percent of memory you wish dedicated for account records. Refer to Table 1 for maximum percentages for your system. Do not use less than 1% in any case. Now enter the remaining of 100 percent (or less) for part numbers.

TABLE 1

Drive 1	Drive 2	Accounts	Parts
40TRK	40TRK		
SSSD	SSSD	15%	15%
SSDD	SSDD	35%	30%
DSDD	DSDD	70%	60%
80TRK	80TRK		
SSDD	SSDD	70%	60%
DSDD	DSDD	99%	99%

Remember that you may use multiple disk for part numbers and your accounts. Approx. 23 records are allocated for each percent. Next, enter the number you wish to use for your next purchase order number. DO NOT move the cursor UP or DOWN using the control keys or exceed the right hand side of the screen with your input. After the last input is completed, the screen will be redisplayed. If the information is not correct, press the 'E' and correct the mistakes, otherwise press the 'C'.

4.3 You will now be asked for screen and background (border) colors. If you do not like the color you have chosen, pressing any key except 'Y' will reset the color to the default (black on initial system). You will now be asked if you want to clear the totals. Press 'Y', just to be sure they are zero. Next you will be asked if you want to write setup files. Press 'Y'. You may change them later if you wish.

4.4 You will now be asked if you wish to initialize inventory files. Press 'Y' and follow the proceedures given. You will need a blank diskette in drive two. This is also the function used to create additional inventory disks.

4.5 Next you will be asked if you want to initialize account files. Press 'Y to initialize the account records. This function will take approx. one second per record to complete. If you are initializing a large account file, this could take quite a while to complete. When completed, the ending accont number will also be displayed. If you are going to use mutiple account disks, you may want to note the ending account number, although the system will automatically increment the account number for your next disk. Once completed, using this function again will erase ALL account records that have been saved on the disk in drive 1, and should not be used unless that is the objective. When creating additional account disk, be sure and format the disk before trying to use this function.

4.6 After initialization the main program will be run, and you are ready to start. After loading the indexes, you will be asked to enter the date. Enter the new date or press Return if it is correct. Now the main menu will be displayed.

The main menu:

REPORTS
INVOICING
MAIL LIST
ADD/EDIT INVENTORY
ORDERING RECEIVING
SYSTEM SETUP

QUIT

5. ADD/EDIT INVENTORY

If you have been following these instructions, you should now be back to the main menu. Press 'A'. You will see the next menu.

ADD INVENTORY
INVENTORY EDIT
EXIT TO MENU
PRINT INVENTORY
RECOVER FILES
SORT INVENTORY

Before entering your inventory, thought should be given to part number assignment. There are only 3 characters that SHOULD NOT be used as part of your part number, '#', '@', and '&' signs. Use of these characters could cause problems and should be avoided at all cost. Although we recommend alpha-numeric part numbers be used, any of the remaining 253 characters can be used. A dash '-' or slash '/' is common in part numbers, and may be used without hesitation. To avoid P/N conflicts, we recommend that you assign your own part numbers to all inventory items. Place the vendor part number in the description. This will avoid the conflict of two vendors having the same number for two totally different parts. If you only have a small amount of inventory to track, you may want to keep your part numbers small. Using only three characters it is possible to have more than 5,000 numbers (a00-z00;A00-Z00). Of course, you could start with '0' and work your way up to 999999999999. With twelve characters there are too many possibilities to count. But, would you rather key in 'A35' or '270-4893-001'. The choice is yours.

5.1 ADD INVENTORY. If you have your number scheme ready, let's press 'A'. You will notice the screen looks similar to the system setup we did earlier. Enter the part number and press return. Next, enter the part description (30 char. max.). Now enter the vendor name and address.This information will not be cleared for your next part. Although you may change it if desired. Next, enter the quantity on hand (QOO), location, reorder point (used for low inventory report), cost (your cost), and sale price. Quantity sold and dollar value should be entered as zero on initial system. This, along with the other information will get updated automaticaly with each sale. Next, enter the quantity on order (QOO), if any. Now that we are at GROUP, let's explain what it is. Any number, 5000 or larger, indicates that this is a normally taxable item in a taxable sale. This means that you can sell taxable and non-taxable items on the same invoice, and only charge tax on the items that are taxable. On a non-taxable sell (say to a vendor) the tax code is disregarded. You may also print an inventory report using this product group number. So, if this item is taxable, enter a number '5000' (or larger) and press return. If the part number is not already used, you will be asked if the information is correct. Pressing 'Y' will save the part number and information to disk. Add a couple of part numbers and then enter 'END'. DO NOT TURN THE SYSTEM OFF WHILE ADDING INVENTORY. You will notice every time you entered an inventory item it was saved to disk. It will now take a few seconds to update the pointer file.

5.2 INVENTORY EDIT. Having a couple of part numbers in inventory, we can now go though the IVENTORY EDIT function. Press 'I'. Enter one of the part numbers that you just added. You will notice that that the screen is very similar to the add inventory screen with the exception of the line:

(E)DIT;(Q)UIT;(S)AVE;(N)EXT;   ;

Look fimiliar. Press 'E'. Now press return on each item until you get to the end. Yes, you may change something on the way down. If you change the part number, be sure and read about recovering files. You will now notice that the screen now indicates the changes, if any, that were made. If you wish to save the edited file to disk, press 'S'. This will immediately update the item on the screen to disk. At this point, you may press 'N' to edit another part, ' ' to go back one record, ' ' to go foward one record, 'Q' to return to the menu, or 'E' to edit the file again. If you have more than one inventory disk, you may enter 'NEXT' when prompted for the part number and this will load the index file for the new disk.

5.3 PRINT INVENTORY. Simply press 'P'. Be sure you have your interface and printer turned on. You will have 5 options. 1.ALL, 2.BY VENDOR NAME, 3.BY PRODUCT GROUP, 4.PRICE LIST, 5.AT OR BELOW REORDER POINT (AND NOT ON ORDER). The printout, with the exception of the Pice List, will be in 132 col. format giving part number, description, product group, quantity on hand (QOH), cost, price, quantity on order (QOO), location, total cost, total retail, GPM. At the end of the printout, your total wholesale and retail value will be printed.

5.4 RECOVER FILES. If, for some reason, the index file gets garbaged (systems lockup,power failure, etc.) you may recover the index file by pressing 'R'. This would also be needed if a part number was edited (changed). This should recover the file from any 'soft' crashes, but is not meant to be a replacement for backing up your disk. The time for this function will vary from several seconds, to several minutes, depending on the size of the inventory file. If you wish, you may press 'R' now. It will not damage any of the files.

5.5 SORT INVENTORY. Once your inventory is set up, this funtion will sort the inventory. The order will be, numeric numbers first, followed by alphabetical part numbers (A-z). This function creates a new inventory disk that is sorted. It takes the records from drive 2 and copies them to drive 1. If drive 1 is not the same density as drive 2, this function will not operate properly. EXP: If you are using a single sided single density drive 1, and single sided double density drive 2, drive 1 may not hold all the records that you have on your inventory disk. If it will hold all the data, do not put it in drive 2 when instructed to, first it must be copied to a double density disk (see DOS manual). You may exit the program at this point by pressing Reset. Once in the correct density, use the recover files option to update the index.

If your drives are the same density, simply follow the instructions given on the screen to generate your sorted inventory disk.

6. INVOICING

Now that we have our inventory set up, we can begin using the system. From the main menu, press 'I', and you will see the next menu:

SALE
INVENTORY
EXIT TO MENU
RETURN TO STOCK
TOTALS
CLOSE OUT DAY
QUOTE

6.1 SALE. Pressing 'S' will clear the screen and ask for a salesperson number. This MUST be a NUMBER, any number. Pressing RETURN or any false input will take you back to the above menu.

Next you will be asked for an account number. Pressing return will assume that it will be an individual or no account record sale and a '0' will be used for the account number (This would also be used for a cash sale). Entering 'NEW' will assign the next availible account number to this customer. Entering 'NEXT' will load the index file for the disk in drive 1. This is the function to use with mutiple account disk. Entering the customer account number will pull their name and address to the screen. For your first account enter 'NEW'.

At this point, enter the customers name, address, and purchase order number (may be alpha-numeric). If Return is presed with the customers name blank, a cash sale is assumed. This same proceedure is followed for a '0' account sale and an account number sale. If an account number is given, the information on file is placed in the location on the screen and you may change it or just press return to keep it the same. When the P.O.# is entered, you will then be asked if the information is correct. Pressing anything except 'Y' will terminate the sale. Pressing 'Y' will generate the invoice. The printer and interface should be on at this point.

Next, you will be asked for the part number. When entered and found, it will be displayed on the screen. If not found you may load another inventory disk by entering 'NEXT'. You will be asked 'Is this it'. Pressing anything but 'Y' will take you back and ask for another part number. Next you are asked 'HOW MANY'. Entering a number of 0 or minus will cancel the part number. Next you will be asked for the 'PRICE EACH'. (DO NOT USE THE DOLLAR SIGN '$' WHEN ENTERING THE PRICE) Pressing RETURN will default to the price in the file. The above information will be displayed on the screen and you will be asked if it is correct. Pressing 'Y' will cause this part to be printed on the invoice. Any other response will cancel this part and ask for another part number. Every part number file is updated as soon as it is printed to the invoice. If the invoice is cancelled, you must use the RETURN TO STOCK option to keep the records correct.

When all parts are posted for this sale, type 'END' in response to part number. You will now be asked if the sale is taxable. Type 'Y' and press return if it is, otherwise just press return. If the sale is taxable, you will be asked for the tax rate. Enter the new rate, or just press Return to use the rate displayed. Next, enter the shipping charge. The amount due will then be printed on the screen, and you will be asked for the amount received. After entering amount received you will be asked for the terms of sale. The terms that are in the account record will be displayed unless it is a cash sale, then 'cash' will be displayed. Either press return, or type over the displayed data to change it. If you change the terms of an account sale, then this will also be recorded in the record. Again you will be asked if this information is correct. Any response other than'Y' will take you back to

the top of the screen (is sale taxable).

If all is correct, the invoice will be completed, and the totals updated. If the master disk is not in drive 1, you will be asked to put it there. The invoicing menu will now be displayed.

6.2 INVENTORY. Pressing 'I' and entering a part number lets you check on the status of that part. Entering 'NEXT' will load your additional inventory disk. Press any key to return to invoicing menu.

6.3 RETURN TO STOCK. Pressing 'R' will allow you to place back in inventory,items that have been returned. You will enter the part number. It will be displayed and ask for confirmation. You will then be asked how many are being returned, the price each, and if they were taxed. Upon completion, the inventory file is corrected, and the amount is subtracted from all related sales figures.

6.4 TOTALS. Pressing 'T' simply prints yearly, period, and daily totals to the screen.

6.5 CLOSE OUT DAY. If you are using this program for a cash register or retail store, then this option will give you a printed report of daily cash sales, taxable cash sales, and taxes collected. After pressing 'C', you will be asked to confirm your selection. At this point, the report is printed and all daily sales and tax records are cleared to zero. Using this option does not affect the period or yearly sales and tax records.

6.6 QUOTE. This option will generate a printed quote for a customer. The proceedure is the same as a sale, except DO NOT use the NEW function to generate an account record. You may use an account number if the quote is for a customer that already has an account. The printed quote is the only record of this transaction.

7. REPORTS

Press 'R' from main menu to get the REPORTS MENU.

The menu:

ALL
OUTSTANDING
EXIT TO MENU
SELECTED
RECOVER FILES
CREDIT ACCOUNTS
NEW ACCOUNTS
LIST ACCOUNTS
UPDATE/EDIT

7.1 ALL. Pressing 'A' will print all used accounts on the disk in drive 1 to the printer. The record will show account number, name, address, total purchase amount to date, total paid to date, and the balance due.

7.2 OUTSTSANDING. Pressing 'O' will print to the printer all accounts on drive 1 that have a balance due. Same record data as above.

7.3 SELECTED. Pressing 'S' will bring the question 'ENTER ACCOUNT NUMBER

OR NAME' to the screen. You may enter either the account number, or the name. Enter 'NEXT' to load the index file of another aconuts disk. The record, if found, will then be displayed to the screen. Press 'P' to print it. If entering a name you must enter at least the first character of the name. The record will stop at the first match. Example. If the first account on file was SOFTWARE HOUSE, and you entered 'S' for the name, it would stop at the first record because of the match of the first letter 'S'. If this is not the record you want, pressing the (*) key will continue down the list looking for another match. Using the name instead of the account number will search every record on disk until a match is found. This could be time consuming if you have very many accounts. Use the account number whenever possible. This will give you the record without having to search the disk.

7.4 RECOVER FILES. As with the inventory files, this option may be used to recover the accounts index file.

7.5 CREDIT ACCOUNTS. This function is used when you receive payment for an account. Again, you will be asked for an account number or name. 'NEXT' may also be entered to load another disk. The account will be displayed to the screen, and upon confirmation (you may press the '*' to continue for a name match), you will be asked to enter the amount of payment. Upon confirmation of payment, the account will be updated.

7.6 NEW ACCOUNTS. If you wish to set up your accounts manually (it will be done automatically with an invoice, see INVOICING), this option will let you create an account record. Press 'N'. You will then be asked to enter the account name, address, and terms. Upon confirmation, the record will be saved.

7.7 LIST ACCOUNTS. This option will list all accounts on disk 1 used to the printer. The format will be, account number, name, address, city, state, zip code, terms. You will have the option of listing the accounts numerically or alphabetically.

7.8 UPDATE/EDIT. This option allows you to edit your account records. You will be asked to enter the account number or name. 'NEXT' may also be entered to load another disk. If found this record will be displayed to the screen. You will be asked if it is the one you wish to edit. Pressing anything but 'Y' or '*' to continue for name match will take you back to the menu. Make the changes to each line and press return until you see 'IS THIS CORRECT'. Pressing 'Y' at this time will update the record. Any other response will abort to the menu.

8. MAIL LIST

Press 'M'from the main menu.

The menu:

ALL
OUTSTANDING
EXIT TO MENU
SELECTED ACCOUNTS

The mail list option will let you create mailing labels for the desired accounts. You may use any label line length from 5 lines to

infinity. You will be asked for the number of lines in each option.

8.1 ALL. Pressing 'A' will result in printing labels for all used accounts on disk 1.

8.2 OUTSTANDING. Pressing 'O' will result in printing labels for all accounts that have a balance due on disk 1.

8.3 SELECTED ACCOUNTS. Press 'S' and you will be asked to 'ENTER ACCOUNT NUMBER OR NAME'. The same rules apply to name matches as in REPORTS. If record is found, it will be displayed to the screen. Press 'P' to print the label.

All labels will consist of the following:
Line 1.Account number
Line 2.Name
Line 3.Option Line
Line 4.Street address
Line 5.City, state, zip, country, etc.

9. ORDERING RECEIVING

Press 'O' from the main menu.

The Menu:

ORDER
RECEIVING
EXIT TO MENU
TURN REPORT
SALES REPORT

9.1 ORDER. Press 'O' to generate a purchase order. You will be asked for a part number. Entering 'NEXT' will load any aditional inventory disk. After entry, the part number record will be displayed on the screen. Upon confirmation, the P.O. will be printed, and you will be asked 'QUANTITY TO ORDER'. After quantity entry and confirmation, the part will be printed to the P.O. At this point you will be asked for another part number. This cycle will continue until you press RETURN in answer to part number. Each part number record will be automatically updated to show the new quantity on order. If a part number is selected that does not have the same vendor as the first, but you want to order it from the same vendor, pressing 'Y' in response to the question 'NOT SAME VENDOR! IS THIS OK?' will allow the part to be placed on the P.O.

9.2 RECEIVING. Press 'R' when you have received the part. You will be asked for the part number and quantity. This will be displayed. Again, after confirmation, the records will be updated to reflect the new inventory.

9.3 TURN REPORT. Pressing 'T' will bring up another menu:

1.TURN
2.TURN AND CLEAR
3.EXIT

Press '1' and return to print report without clearing totals. Press '2' and return to print report and clear total sold and total dollar sold in each inventory record.

Part #, description, quantity on hand, cost, price, quantity on order, location, turn, and amount is printed for each record.

9.4 SALES REPORT. Pressing 'S' will display the following options:

1.TOTALS
2.TOTALS AND CLEAR
3.EXIT
4.NEW YEAR

Pressing '1' and return will print yearly sales, period sales, and taxable sales totals. Pressing '2' will also clear the period, taxable, and daily sales totals. Pressing '4' will also clear the year to date total. To see the totals on the screen, see the 'T' option of invoicing. Also see 'CLOSE OUT DAY' option under INVOICING.

10. MODIFYING PROGRAMS

CAUTION:

Several of the programs used in this system have self deleting code. Never run the program before or after modification until it has been saved to disk. Always use the LOAD command to place the program into memory prior to modification.

Below is a list of variables that may be of interest if you plan to do any modifications.

NAME	- CONTENTS
M1	- percent of memory assigned to accounts
M2	- percent of memory assigned to part numbers
M3	- starting account number for next disk
M4	- unused
M5	- unused
M6	- unused
M7	- taxable cash sales, cleared with CLOSE OUT DAY.
M8	- total cash sales, cleared with CLOSE OUT DAY
M9	- amount of tax collected, cleared with CLOSE OUT DAY
M10	- next purchase order number
Dtot	- daily sales totals, cleared with new date entry
D$	- date (mmddyy)
In	- last invoice number used
Nac	- next available account number
Tr	- tax rate
Ttd	- taxable sales, cleared with SALES REPORT option 2 or 4
Ptd	- period sales, cleared with SALES REPORT option 2 or 4
Ytd	- yearly sales, cleared with SALES REPORT option 4
Max	- the amount of memory allocated for indexes (29,000 standard)

All system programs contained on the master disk are written in the BASIC XE language. This language was chosen for its expanded memory features, flexible IO routines, string functions, print using, and other features. To accomplish these features with standard basic would have required several machine language subroutines, and would have limited

the end user in modification. By using Basic XE, all or part of the program may be modified easily by someone familiar with the Basic language.

Any questions regarding the use of this system may be directed to Newell Industries, [illegible] You may also call (no collect calls) [illegible] between 9 AM and 3 PM Monday through Friday for assistance.

11. WARRANTY

Newell Industries warrants only the media on which the software is recorded. N.I. will replace any disk that fails to load. No warranty is implied on the contents or usefulness of this system, and no refund will be given in any case.

12. UPGRADE POLICY

Newell Industries will upgrade the system disk and manual to latest version for $10.00, when customer returns the ORIGINAL system disk with proof of purchase.

COMMENTS

This developement of this program has taken more than 1000 man hours. Developement started in June of 1983 after unsatisfactorily trying some other programs. We started using this program to operate our business in November of 1983. Developement continued and the first version of this program was put on the market in September 1984. At this time we feel we have the fastest and most versitile program of its kind on the market. It was developed to to service the needs of a variety of sales and/or service facilities. We realize that every business has its own applications, and it is impossible to tailor one program for all applications, so we have tried to incorporate as many features as possible into this system and still be usable in all applications. Every effort has been made to make the execution of this program as fast as possible, and the major limitation of speed is the format in which data is transferred to and from the computer, over which we have no control. If you have any comments, suggestions, or questions, we would be happy to hear from you.

INDEX

SBM 130 V 1.1 UPDATES

One additional feature has been added to the invoicing portion of the SBM 130.

When entering parts on an invoice or qoute and the price each is asked for, entering a minus number (exp. -10) will be interpreted as a discount sale, and the price will be reduced by a percentage of the number entered.

Example:
The normal sale price of an item is $10.00
Instead of entering another price or pressing 'Return' when asked for the price, you enter '-10'. The price that will appear will be the sale price, minus 10%, or in this case $9.

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